



Job description

JOB TITLE:	Art Technician
SALARY CODE:	Clapton Support Staff Range, Scale 5, Points 12- 17 (Pro Rata)
RESPONSIBLE TO:	Head of Art & Design
HOURS OF WORK:	<p>This post is term time only (195 days) 8.30am-4pm with a pre-arranged additional hour per week. These timings include a 30-minute lunch break and a normal 36 hour week. These hours may be reviewed in consultation with you.</p> <p>This post is Full Time and Term Time Only (TTO).</p>

MAIN RESPONSIBILITIES

- Provide a support technician service to the Art Department.
- Ensure Health and Safety Regulations are adhered to.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Every Child Matters agenda and Child Protection procedures.
- Undertake specific duties in order to support and secure Pupil Premium and track and monitor its uses.

ADDITIONAL RESPONSIBILITIES

- Prepare classroom exemplar materials and resources and set up equipment.
- Ensure the general maintenance and cleaning of equipment.
- Create and maintain catalogue systems i.e. for images and books.
- Report any equipment faults to your line manager and ensure appropriate action is taken.
- Attend art and department faculty meetings and participate in PLD days.
- Take part in trips, where appropriate.
- Assist with art/textiles classroom and whole school display work as required.
- Assist with the preparation of rooms, data and materials for art examinations and exhibitions.
- Provide technical assistance to staff and students in the practical application of specialist equipment.
- Assist in the safe storage and disposal of all equipment and stock in line with Health and Safety Procedures.
- Run after school extracurricular clubs in order to support and extend the art and design provision.
- Ensure the art and design rooms and studio are kept tidy, stocked and well organised.
- Assist with the safe storage of students work in line with exam board requirements.
- Ensure stock levels of consumables and equipment are maintained.
- Ensure departmental ICT equipment and cameras are in good order.
- Fire the kiln.
- Use specialist skills to aid the teaching of art and design during some practical lessons.
- Advise and assist students who are working independently.
- Attend training to assist with the functioning of the darkroom, including supervising small groups and enlarging and developing prints.
- Comply with all academy policies
- Act as a qualified First Aider and attend relevant training.



Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of and in compliance with all the academy's policies and procedures and in compliance with Clapton Girls' Academy Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



Person specification – Art Technician

QUALIFICATIONS	ESSENTIAL	DESIRABLE
5+ GCSE's A*- C, including English and Maths.	✓	
Degree or equivalent in Art/ Design or similar.		✓
Further relevant qualification in Art/ Design.		✓

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working within an educational environment.		✓
Experience of working in a busy environment and the ability to respond positively to high work demands and at times, extreme pressure.	✓	
Experience of supporting GCSE, BTEC or A Level Art/ Design courses.		✓

KNOWLEDGE AND SKILLS	ESSENTIAL	DESIRABLE
Knowledge of Ceramics		✓
Knowledge of Photography		✓
Knowledge of different learning styles and needs.		✓
Good literacy, numeracy and ICT skills.	✓	
Good administrative and organisational skills.	✓	
The ability to work within the academy policies, procedures and expectations.	✓	
The ability to prioritise workloads and work to given deadlines.	✓	
A confident verbal communicator with the skills to communicate with students aged 11- 19 in order to improve their learning and achievement.	✓	
The ability to work as an effective team member.	✓	
The ability to contribute creatively to the academy's extracurricular programme for students.	✓	

PERSONAL QUALITIES AND ATTRIBUTES	ESSENTIAL	DESIRABLE
Proven tact and diplomacy when dealing with adults and children.	✓	
Reliable, honest and trustworthy.	✓	
The capacity to remain calm and to cope with the unexpected.	✓	
A commitment to following expectations with regard to professional behaviors and to being a role model for staff and students in relation to overall conduct to include the following: dress code, attendance and timekeeping.	✓	
A 'can do' attitude.	✓	
Highly motivated with a proven track record of building successful relationships with students and inspiring enthusiasm for art/ textiles.	✓	
Energy, enthusiasm and commitment.	✓	
A commitment to safeguarding and promoting the welfare of children and young people and following the safeguarding policy.	✓	